



ADMINISTRATIVE ORDER No. 2-2008

TO: All Departments Employing CDL Holders

FROM: City Manager

RE: Payment for CDL fees, Licensing, and Payment of Biennial CDL Physicals

EFFECTIVE: Date of Signature

The following statements shall override any previous arrangements for CDL holders. The effective date of this action is the signature date of this administrative order.

Physicals –

Biennial **physicals will no longer be paid by the City of Sterling.** Discontinuation of this practice is due to:

- CDL physicals being paid under our current health insurance plan through the Colorado Health Pool (CHP); and
- Employees not insured through the CHP plan can submit the physical for payment to their current providers, with any unpaid portion eligible for reimbursement through participation in the 125 Plan Flexible Spending Accounts.

License Renewal –

Employees will be responsible for the following expense:

- Total license expenses minus expense for endorsements required for City employment.
- Employees are responsible for fees and expenses associated with the general (Class R) license fee and any additional endorsements not required for City employment.

New License Requirements –

Newly appointed employees lacking the CDL and/or the appropriate endorsements for the Maintenance Worker I position are eligible for a one-time reimbursement of fifty (50) percent not to exceed \$100.00 (one hundred dollars) for testing fees associated with licensing. Reimbursement will be made following a submittal of the appropriate receipts. The provisions for license renewal do not apply under these circumstances.

Donald G. Coley

City Manager

11/5/2020

Date